



Radiology & Nuclear Medicine Secretary – Temporary for 12 months with potential to extend Full time (38hrs pw)

An opportunity exists to join our friendly, dedicated and professional administration team. The role offers a variety of administrative duties including appointment scheduling, general reception tasks, invoice and receipting, report production, collation and distribution. This role will utilise your strong customer service focus and attention to detail.

The Sydney Adventist Hospital, fondly known as the SAN, is a not-for-profit private hospital located on Sydney's North Shore.

Essential:

- Demonstrated computer literacy and Microsoft Office skills
- Strong customer service skills
- Excellent attention to detail
- Proven team player
- Excellent written and verbal communication skills

Desirable:

- Administration and/or secretarial qualification
- Completed Medical Terminology course
- Previous experience in a similar role within a Radiology or Nuclear Medicine department, imaging practice or similar

Enquiries and applications may be forwarded to Nadine Thompson, Chief Radiographer, email nadine.thompson@sah.org.au

Closing date 21st February 2019, applications will be assessed as they are received so earlier applications are favourable.